# EAST STAFFORDSHIRE BOROUGH COUNCIL

# JOB DESCRIPTION

JOB TITLE: ASSISTANT SOLICITOR

GRADE 11 £46,464 to £51,515 (pro-rata)

Plus temporary market forces supplement of £2,497 pa, subject to review every 4 years (next review is 2027)

ALLOWANCES Car Necessity Scheme User

Professional Fees Paid

REFERENCE CODE: LE020T

SERVICE: LEGAL SERVICES & ASSETS

SECTION: LEGAL

RESPONSIBLE TO: Principal Solicitor (and Deputy Monitoring Officer)

LIAISON WITH: Staff at all levels, Members of the Council and members of the public

PURPOSE OF JOB: To assist the Principal Solicitor and Deputy Monitoring Officer. To provide the generic and specific duties and responsibilities of a solicitor within the legal team as outlined below

**DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities allocated by the Head of Legal and Regulatory Services & Monitoring Officer including the generic and specific duties outlined below:-

**GENERIC DUTIES AND RESPONSIBILITIES:-**

General advice, assistance and supervision

Supervision of, provide training and guidance to Trainee Solicitor and the Legal Executive and Senior Assets and Estates Officer

1. Assisting and/or supervising other members of the legal team in drafting, research and such other support of a similar legal and administrative nature as may be necessary.
2. Providing or assisting with the provision of training for instructing departments relevant to current duties as necessary.
3. Establishing and maintaining good links with colleagues, clients, members of the council, and members of the public.
4. Monitoring targets applicable to current duties.
5. Assisting Head of Legal and Regulatory Services with Budgets and Staff Recruitment as required.

Committee work

1. Approving of agendas, reports, minutes or decision records relating to matters relevant to current workload.
2. Attendance at committees and meetings as necessary and provision of advice to Members in such matters.

Court/tribunal work

1. Conduct of or assistance with the conduct of proceedings on behalf of the Council in relation to matters relevant to current workload including the representation of the Council at appropriate proceedings should this be required, including drafting the necessary documents, instructing Counsel and taking external legal advice as necessary.

Personal responsibilities

1. To be responsible for personal compliance with Data Protection and Freedom of Information legislation.

Such other duties

1. Such other duties of similar levels and responsibilities as may from time to time be allocated.

CPD

1. Undertaking such continuing professional development and other training as may be necessary for the efficient carrying out of these duties.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Planning work

1. Assisting the Principal Solicitor with attendance at Planning Applications Committee and meetings as necessary and provision of advice in relation to planning matters.
2. Conduct and completion of Planning Agreements as required.
3. Advice and assistance to planning officers in relation to planning appeals, including advocacy where appropriate, or the sourcing of an advocate where the nature of the case so requires.
4. Advice and assistance in relation to the Local Plan and subsequent revisions and replacements.

Property work

1. Assisting and supporting legal officers with the sales and purchase of land, completion of leases, licences, agreements, title rectifications, development agreements and other property-related advice.

Housing Advice

1. Advice in relation to housing matters relevant to the council’s current responsibilities, including homelessness and the selective licensing scheme.

Licensing Advice

1. To attend the Council’s licensing committees and provide advice and assistance to members and officers.
2. To ensure the efficient conduct of responses to licensing appeals and the conduct of prosecutions into Licensing matters
3. Liaison with and the provision of training and guidance to licensing officers and members as required

Data Protection and Information Governance

1. To support and deputise for the Head of Legal and Regulatory Services in the role of the Council’s designated Data Protection Officer including processing, advising and reporting as required on DSAR, EIR, GDPR and FOI requests within all legally compliant time frames

This is a politically restricted post.

Name:

Signed:

Date: